



PRIVATE ORGANIZATIONS PROGRAM

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This update addresses the coordination of fund-raisers with several criteria. It also addresses specific private organization programs on Kadena Air Base. All other provisions of the original are the same. This supplement applies to all 18th Wing associate units.

AFI 34-223, 25 July 1994, is supplemented as follows:

1. Private organizations (POs) are self-sustaining special interest groups for the purpose of uniting individuals of common interests acting outside the scope of any official position within the federal government. PO activities primarily benefit their members. POs operate on Kadena Air Base with the written consent of the 18th Support Group Commander (18 SPTG/CC).

1.2. Unofficial Activities: Unofficial organizations with assets of less than \$1,000 are not required to register as POs; however, there are certain requirements that must be met. All unofficial activities must be recognized by the 18th Services Squadron PO Monitor, and a memorandum must be on file stating what the organization's function is and how much money the activity generates on the average. The memorandum must also include points of contact (POC) and must be updated when POCs change.

1.3. (Added) (18WG). POs comprised of a squadron's/unit's military personnel will ensure that senior-ranking officers elected as PO officials do not give the impression that military rank or position plays a role in PO-related duties and functions. PO functions will be separate and distinct from official military functions.

1.4. (Added) (18WG). Each unit identified on the official 18th Wing Staff Directory as a wing staff agency, group, squadron or associated unit will be permitted to have only one officially chartered PO. Private Organizations below this level are not authorized. There will only be one bank account maintained by each unit PO.

1.4.1. This does not prohibit a unit from having separate activities (e.g., Unit Advisory Council, Top 3) functioning under the umbrella of one unit organization. The unit PO constitution should specify what specific activities are chartered under the PO, and the manner in which funds should be allocated to and collected from unit activities under the umbrella.

6. The installation commander will delegate to the 18th Support Group Commander the authority to:

6.1. Authorize the establishment and operation of a PO when he or she determines it will make a positive contribution to the lives of base personnel. The commander may withdraw his or her authorization if the PO prejudices or discredits the US Government, conflicts with government activities, or for any other reasonable or just cause.

6.2. Authorize contractor and subcontractor POs, when justified, as long as the interests of the Air Force are fully protected in the authorizing documents.

6.3. Approve requests for fund raisers and further delegates' approval authority to the 18th Services Squadron Commander.

6.4. Authorize a limited number of PO-sponsored Bingo games in addition to regularly scheduled Bingo games, provided the PO uses its own cards, prizes, and so on. The PO is responsible for cash handling.

7. (Added) (18WG). The 18 SVS/CC designates 18 SVS/SVF to monitor PO activities and advise on PO-related issues.

7.1. The 18 SVS PO Monitor will establish a file on all POs which will include a written constitution, bylaws, annual financial statement, proof of liability insurance or approval of insurance waiver, current list of officers and POCs, proof of tax-exempt approval from the IRS (if applicable), proof of 18 SPTG/CC approval to operate, copies of PO meeting minutes, and proof of new officer orientation.

7.1.1. POs will review and update these items on an annual basis by submitting revised documents or a revalidation statement that the items are current and do not require revision.

7.1.2. POs will submit a revised list of officers and POCs no later than 30 days from personnel changes.

7.1.3. POs will submit copies of all meeting minutes to 18 SVS/SVFP for review.

7.1.4. POs that do not keep information current will have their organization's fund-raiser privileges suspended until items are current.

9.1. Setting up a PO: A proposed PO must submit a written constitution, bylaws, a financial statement or written statement that the organization currently maintains zero cash assets, proof of liability insurance or a request for insurance waiver with a specific justification, current list of officers and POCs, and proof of tax-exempt approval from the IRS (if applicable) to 18 SVS PO Monitor, who will coordinate review by the Social Actions Office and the Base Legal Office before consideration for approval by the 18 SPTG/CC. The constitution and bylaws must:

9.1.1. Address the specific purpose, function, classification, objectives, membership eligibility, and sources of income of the PO and the purpose for funds generated from fund-raising activities.

9.1.2. Notify all members of their personal financial responsibility.

9.1.3. Describe the responsibilities of PO officers for asset accountability, liability satisfaction, and sound financial and operational management.

9.1.4. Provide specific guidance on how to dispose of residual assets remaining in the PO treasury after satisfaction of outstanding debts in the event that the PO discontinues operations.

9.2. PO presidents of newly approved organizations and incoming presidents of current POs will schedule an orientation briefing with 18 SVS/SVFP no later than 30 days from approval of the new organization or acceptance of office.

10.7.3. All POs must prepare an annual in-depth financial statement (income and expense by calendar year) and forward it to the 18 SVS PO Monitor no later than 15 January of each year in conjunction with the annual review of PO files. POs will submit and maintain a projected annual operating budget.

10.10. Fund-Raisers and Resale Activities: The 18 SVS/CC must approve all fund-raising activities on Kadena Air Base. Squadrons and military units are not to raise funds at any time or place without approval. POs associated with military units may raise funds for squadron/unit-related activities. All other POs may raise funds for activities directly related to the function and purpose of the PO. POs will not conduct fund-raisers that are not directly related to their purpose specified in the POs constitution. Fund-raiser prices will be fair and bear a reasonable relationship to the cost of goods and services provided.

10.10.1. Fund-raising approval will be restricted to POs chartered on Kadena Air Base. POs will conduct no more than one fund-raiser per quarter. Exceptions will be determined on a case-by-case basis. NOTE: Small fund-raisers such as car washes and bake sales may be granted to unofficial organizations such as baseball teams, unofficial organizations, etc., with the 18 SVS/CC approval.

10.10.2. POs must submit a fund-raiser approval request memorandum no later than 15 working days prior to the scheduled fund-raiser to 18 SVS/SVFP (PO Monitor). The memorandum must include the date of the fund-raiser, location of fund-raiser, what's being sold, services offered, how the money will be used, and a POC. Fund-raisers being conducted at any government facility, such as PSC 80 or an 18th Services Squadron facility, must be coordinated with the facility manager and annotated on the fund-raiser request in the form of an endorsement before being submitted to 18 SVS/SVFP. If any food (excluding baked goods) are to be sold, coordination with the 18th Medical Group Public Health Flight will accompany the fund-raiser request. The 18th Wing Safety and the 18th Civil Engineer Group Fire Protection Flight must coordinate and endorse any fund-raising event which may pose a risk of injury or fire hazard. POs may also be required to purchase additional liability insurance if they sponsor any high-risk activity. Any use of 18th Services Squadron equipment, services, or support to PO fund-raising or other PO efforts, will be assessed normal fees and charges.

10.10.3. (Added) (18WG). POs will not assume that proposed fund-raising events will be approved.

10.10.3.1. POs will not invite civilian news media, to include *Pacific Stars and Stripes*, to report on their events on Kadena Air Base without first seeking approval from the 18th Wing Office of Public Affairs (18 WG/PA).

10.10.3.2. Publicity of proposed events and activities, to include but not limited to the distribution of flyers, FEN, etc., is not authorized until final approval of the activity or event.

10.10.3.3. Fund-raising activities and events shall not be conducted until the applicable PO official is in receipt of written approval from the approval authority. A copy of the approved fund-raiser request form must be on site during the fund-raising activity.

10.10.4. (Added) (18WG). All squadron ambassadors will coordinate fund-raisers that operate under the auspices of the KAB First Sergeants' Group Ambassador Program, in the form of an endorsement from the First Sergeants' Group on the fund-raiser request prior to seeking approval from the 18 SVS/CC.

10.10.4.1. Ambassador Program fund-raiser requests which exceed the one per quarter fund-raising restriction will be addressed on a case-by-case basis. All other fund-raiser criteria will apply.

10.11. POs are prohibited from selling alcohol, setting up "hooch bars," or recurring snack bar operations.

10.16. POs may sponsor raffles only if the proceeds serve a charitable, civic, or other community welfare purpose within the DoD community which directly benefit DoD personnel or their family members. The PO will not retain any of the proceeds from the raffle. Coordination with the benefiting organization will be obtained prior to submission of the raffle fund-raising request.

11. POs will not be issued individual organizational electronic mail (E-mail) accounts. Under no circumstances will any PO use official E-mail to advertise a fund-raising event or to disseminate PO information. PO elected officials will not use their official office symbols and mailing addresses in connection with their PO duties. This also includes their personal E-mail. The use of the APO/FPO mailing systems by POs to ship items to Okinawa to be sold, given as prizes, or to be used by the PO is prohibited per DoD mail regulations. Off base postal facilities must be used for this type of activity.

12. POs planning to dissolve must submit (to 18 SVS/SVFP) a time-phased action plan and a request for dissolution. The action plan should include a financial report showing liabilities, assets, and the POs proposal to satisfy liabilities and distribute any leftover equipment and money. NOTE: The plan must be reviewed by the Base Legal Office and approved by the 18 SPTG/CC before the equipment or money is disbursed.

13. DoDDS Student Activity Funds which are governed by DoDDS regulation are not required to become POs. Fund-raising activities by these organizations do not require 18 SVS/CC approval, unless the activity occurs off of a DoDDS campus.

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